

Retention and Classification Report

Agency: Plain City (Utah) (788)

4160 West 2200 North
Plain City, UT 84404
801 731-4908

Records Officer Diane Hirschi

85244 *Audit reports
85016 *City Council minutes

AGENCY: Plain City (Utah)

SERIES: 85244

4

TITLE: Audit reports

DATES: i 1919-1965; 1971.

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each office are audited annually as required by law. The audit examines all revenues received, and compares them to the expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/10/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Plain City (Utah)

SERIES: 85244

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Plain City (Utah)

SERIES: 85016

4

TITLE: City Council minutes

DATES: i 1863-1966.

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1863 through 1966.
Retain in State Archives permanently.